



Re-TRAC County User Manual  
Tennessee

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# Re-TRAC™ User Guide

## Tennessee


This document is intended to help guide the counties and development districts in Tennessee through the process of submitting their annual recycling and solid waste information. If you have any additional questions that are not discussed in this document, please contact:

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### Step 1 - **Logging In**

Go to the log-in screen at <http://my.re-trac.com>. Insert the user-name and password provided by your Re-TRAC administrator.

Re-TRAC™ - A Recycling and Solid Waste Data Management Tool [Contact Us](#)

 Re-TRAC™

Log in

Please supply your user name and password for access to Re-TRAC™

Username:

Password:

☐ Log me in automatically each time I connect to Re-TRAC

[Forgot Password](#)

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## Step 2 - View Home Page

After logging in you will automatically be taken to your home page. This screen gives you access to all of your data input and administrative screens. You can access your home page at anytime by clicking on the "**Home**" link located on the top menu bar.

View Recycling and Solid Waste tonnage in real time

Export data to a spreadsheet

Get detailed analysis of data by creating a report

The screenshot shows the home page for the County of Anderson. The top navigation bar includes links for Home, Surveys, My Account, Manage Users, Help, Logout, and Contact Us. The user is logged in as Matt Maynard. The page title is "County of Anderson" and "State of Tennessee". The main content area displays "County data entry status - 2007 data" with a link to "View Statistics". Below this, there are sections for "INDEPENDENT MODULE", "Sign-off Forms", "RESIDENTIAL", and "COMMERCIAL". Each section lists various data entry items with their status (e.g., "To be entered", "Entered") and a "Lock" link. The left sidebar contains a "Zone Tree" with links for Tennessee and Anderson, a "View status for a different year for Anderson" dropdown set to 2007, "Export data" and "Create reports" buttons, a "View status of another County" dropdown set to Anderson, a "Set as default zone" button, and a "Last Visited" section.

County of Anderson

State of Tennessee

County data entry status - 2007 data

Click on an icon to enter or review data.

[View Statistics](#) | [Lock All Modules](#) | [Unlock All Modules](#) | [Finalize All Data](#)

**INDEPENDENT MODULE**

**Demographic Information** To be entered [Lock](#)

**Sign-off Forms**

**Board Chair Signoff Form** To be entered

**Mayor Signoff Form** To be entered

**RESIDENTIAL**

**Solid Waste** [Lock](#)

**Administrative Contact Information** To be entered

**Collection Systems & Diversion Activities** Entered

**Solid Waste Planning & Implementation** To be entered

**Landfill Disposal** Entered

**Recycling** [Lock](#)

**Problem Management & Education Management** To be entered

**Program Summary** To be entered

**County Recycling Report** Entered

**Financial Information** To be entered

**Hazardous Waste** [Lock](#)

**Material Information** To be entered

**COMMERCIAL**

**Zone Tree:**

- Tennessee
- Anderson

View status for a different year for Anderson

2007

Export data

Create reports

View status of another County:

Anderson

Set as default zone

Set Anderson as your default Zone.

**Last Visited:**















- Tennessee
- Anderson

Note: If you have access to multiple counties then your default home page will be a listing of all counties that you have access to.

## Step 3 - Entering Information

All of the data input screens that you will be using are available from your home page. Simply click on one of the links to access a data entry screen.

These are links to data entry screens →

Solid Waste		
	Administrative Contact Information	 To be entered
	Collection Systems & Diversion Activities	 To be entered
	Solid Waste Planning & Implementation	 To be entered
	Landfill Disposal	 To be entered
Recycling		
	Problem Management & Education Management	 To be entered
	Program Summary	 To be entered
	County Recycling Report	 To be entered
	Financial Information	 To be entered

↑ Indicates if data has been entered for the given reporting period

### Step 3.1 - Demographic Information

To view demographic data click on the "Demographic Information" link located on your home page under the "Independent Module".

Note: Demographic data can only be entered or modified by the state of Tennessee's Division of Solid Waste Management.

Indicates you can **not** modify the data →

#### Demographic Information - 2007

 You do not have permission to modify the data.

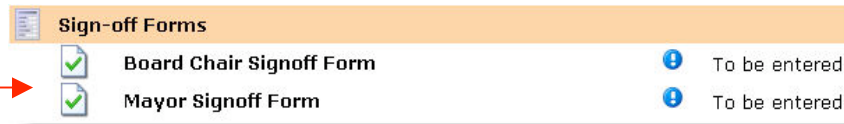
Population Information		2006 number
* Number of people in the regular population	<input type="text"/>	1,000
Households		2006 number
* Total number of households	<input type="text"/>	500
Other Information		2006 number
Consumer Price Index	<input type="text"/>	
Current Year Employment	<input type="text"/>	
Taxable Sales	<input type="text"/>	





### Step 3.2 - Sign Off Forms

Re-TRAC contains two sign off forms:

1. Board Chair Signoff Form
2. Mayor Signoff Form

Can only be accessed by  
the county mayor and  
board chair




Sign-off Forms	
	Board Chair Signoff Form  To be entered
	Mayor Signoff Form  To be entered



The sign-off entry forms can only be accessed by the Board Chair and Mayor who have been given special accounts to access these screens.

### Step 3.3 - Entering/Editing Solid Waste Information

The Solid Waste section of Re-TRAC consists of four data entry screens:

1. Administrative Contact Information
2. Collection Systems & Diversion Activities
3. Solid Waste Planning & Implementation
4. Landfill Disposal



Solid Waste	
	Administrative Contact Information  To be entered
	Collection Systems & Diversion Activities  Entered
	Solid Waste Planning & Implementation  To be entered
	Landfill Disposal  Entered

Click on one of the links to access that data entry screen.

### Step 3.3.1. - Administrative Contact Information

To complete this screen successfully you will need to identify:

1. Regional Planning Contacts
2. Planning Board Members and;
3. County Contacts

#### Administrative Contact Information - 2007

Remember to click the **Submit** button after entering data or your changes will be lost.

A \* indicates a required field

A red "\*" indicates that the field is required for the form to be submitted successfully

**Regional Planning Contacts**

**Planning Region Report Author**

\* Report Author:

Author Title:

\* Organization:

\* Address:

City:

\* Zip:

\* Phone: 999-999-9999

Fax: 999-999-9999

Email:

**Solid Waste Regional Planning Board or Part 9 Authority**

\* Chair:

\* Address:

City:

\* Zip:

\* Phone: 999-999-9999


Fax: 999-999-9999

Email:

Term Expires: Year Month Day

**Planning Board**

* Solid Waste Regional Planning Board Member or Part 9 Board Member	* Jurisdiction	Term Expires	
		Year Month Day	Remove
		Year	

Click on the  button to save your information.

### Step 3.3.2. - Collection System and Diversion Activities

To complete this screen successfully you will need to complete the following sections:

1. Diversion Activities
2. Disaster Recover Diversion
3. Source Reduction Activities
4. Convenience Centers
5. County Public Collection (Green Box)
6. Roadside Dumps
7. List Higher Level of Service-Alternative Disposal Collection Systems
8. List Curbside Recycling Programs by Jurisdiction

#### Collection Systems & Diversion Activities - 2008

Remember to click the **Submit** button after entering data or your changes will be lost.

A \* indicates a required field

##### Diversion Activities

\* Did your county have any household hazardous waste events?

☐ Yes ☐ No

##### Disaster Recover Diversion

Comment on any disaster related solid waste activities that may have influenced diversion efforts with the county.

##### Source Reduction Activities



**County Public Collection (Green Box)**

\* Does your county have any green boxes? ☐ Yes ☐ No

**Roadside Dumps**

List the locations of largest five roadside dumps	List the types of materials that make up these roadside dumps	Dump Tons
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>

**List Higher Level of Service-Alternative Disposal Collection Systems**

\* Does your county have a Higher Level of Service-Alternative Disposal Collection System? ☐ Yes ☐ No

**List Curbside Recycling Programs by Jurisdiction**

**Convenience Centers**

\* Have there been any changes to the number of Convenience Centers or the way they are operated by the county?

☐ Yes ☐ No

Convenience Center #1

Remove

\* Name of Convenience Center:

\* Address:

\* Permit Number:

\* Phone #:

\* Does this Convenience center act as a transfer station?

☐ Yes ☐ No

Mark Days of Operation

Time Open

Time Closed

☐ Sunday

Hour

Minute

M/PM

Hour

Minute

AM/PM

Click on the  button to save your information.

### Step 3.3.3. - Solid Waste Planning and Implementation

To complete this screen successfully you will need to complete the following sections:

1. Disposal Life for county Owned/Operated Landfills
2. Equipment and Facility
3. Future Funding
4. Future Marketing and Educational Initiatives Marketing
5. Education

**Education**

Target Audience Group	Projected Served	Projected Cost	Repetitions or Number
Adult/General Public	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business/Industry	<input type="text"/>	<input type="text"/>	<input type="text"/>
Government/Institutional	<input type="text"/>	<input type="text"/>	<input type="text"/>
Children/Educators	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Narrative:**

#### Solid Waste Planning & Implementation - 2008

Remember to click the **Submit** button after entering data or your changes will be lost.

A \* indicates a required field

**Disposal Life for county Owned/Operated Landfills**

\* Project the amount of extended landfill life that diversion and technology advancements will bring to the capacity of regionally owned and operated Class I landfills.

### Equipment and Facility

#### Solid Waste Management

Project all new solid waste equipment needs for the next 3 years in the table below.

* Equipment Name	Are capital funds set aside for this purchase?	What funding mechanisms are in place to handle this purchase?	Will this purchase satisfy future growth needs?	
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Remove"/>

#### Future Funding

Category of Funding	When would the funding timing be the most advantageous? (1, 3, 5, 10 years)	What type of funding would be the most advantageous?	Would this funding be used to replace existing equipment?
Facility	<input type="text" value="0"/> ▼	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Equipment	<input type="text" value="0"/> ▼	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Projects	<input type="text" value="0"/> ▼	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Education	<input type="text" value="0"/> ▼	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Other	<input type="text" value="0"/> ▼	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

On the table below, please indicate the status of all grant-funded equipment currently used in the region by jurisdiction

**Future Marketing and Educational Initiatives Marketing**

Media Type	Target Audience	Number Served	Projected Cost	Repetitions or Number	Add Line Item	Remove line Item
TV	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	
Radio	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	
Hard Copy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	
Internet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	
Board	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	
Other Media	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

Narrative:

Click on the  button to save your information.

### Step 3.3.4. - Landfill Disposal

The landfill disposal screen captures total solid waste tonnage generated by your county. You must specify:

1. Where solid waste was disposed (in state or out of state)
2. Landfill Class (Class II or Class III/IV)
3. Landfill Name

Residential Solid Waste - Edit Material - 2007

Remember to click the **Submit** button after entering data or your changes will be lost.

This county does not yet have any tonnage data.

[Search Transactions](#)

---

Disposed:

Landfill Class:

Landfill Name:

Solid Waste	Disposed (in Tons)
ALL SOLID WASTE	<input type="text"/>

The "Landfill Name" drop down menu will display a different list of landfills based on the drop down selection for "Disposed" and "Landfill Class".

**Search Transactions**

Disposed:

Landfill Class:

Landfill Name:

**Solid Waste**

ALL SOLID WASTE

Submit

Disposed (in Tons)

The landfill disposal screen allows for multiple submissions so that you can record all solid waste generated within your county. All submissions will be aggregated into one total disposal number (shown in the picture below).

"Edit Existing Data" will bring up a listing of all the landfill disposal transactions that exist in the system

"New Transaction" will bring up a blank landfill disposal screen

**Residential Solid Waste - Annual Material Tonnage - 2007**

The figures presented below are annual totals for your jurisdiction. They have been normalized from other units (if any) to tons.

[Edit Existing Data](#) | [New Transaction](#) | [Search Transactions](#) | [Date Range](#) [Show All Entries](#)

<b>Solid Waste</b>	<b>2007 data</b>	<b>2006 data</b>
	Tons Disposed	Tons Disposed
ALL SOLID WASTE		
- Tons All Programs	1,000.00	20,100.00
<b>Totals</b>		
Total Tons All Programs collected	1,000.00	20,100.00

To submit a new transaction, click on the "New Transaction" link. This will bring up a new Landfill Disposal screen.

## Step 3.4 - **Entering/Editing Recycling Information**

The Recycling section of Re-TRAC consists of four data entry screens:

1. Problem Management & Education Management
2. Program Summary
3. County Recycling Report
4. Financial Information

### Step 3.4.1. - Problem Management & Education Management

To complete this screen successfully you will need to complete the following sections:

1. Complaints
2. Past Education Efforts

#### Problem Management & Education Management - 2007

Remember to click the **Submit** button after entering data or your changes will be lost.

A \* indicates a required field

##### Complaints

- \* Is a method provided to receive complaints from the public related to solid waste issues? ☐ Yes ☐ No
- \* Provide the total number of reported solid waste complaints by jurisdiction:
- \* Provide the number of solid waste complaints resolved by jurisdiction:

##### Past Education Efforts

Educational Program # 1		Remove
* Program Name:	<input type="text"/>	
* Program Sponsor:	<input type="text"/>	
* Program Effectiveness:	<input type="radio"/> Positive Results <input type="radio"/> Negative Results <input type="radio"/> No Change	
* Program Type:	<input type="checkbox"/> Classroom <input type="checkbox"/> Advertisement <input type="checkbox"/> Public Access <input type="checkbox"/> Tour <input type="checkbox"/> Recycle Guys <input type="checkbox"/> Community Outreach <input type="checkbox"/> Other	
* Program Targets:		

To enter multiple "Educational Programs" click on the "Add Educational Program" Button found at the bottom of the screen.

### Step 3.4.2. - Program Summary

To complete this screen successfully you will need to complete the following sections:

1. Improvements Remediation
2. Diversion Strategy - Detail Strategies on Diversion
3. Waste Stream Estimate
4. Successes and Setbacks

#### Program Summary - 2007

Remember to click the **Submit** button after entering data or your changes will be lost.

A \* indicates a required field

##### Improvements Remediation

\* Facility Improvements - Project any facility improvements needed for processing and/or managing solid waste and diversion efforts.

\* Monitoring Cost Projections - Project any future monitoring, remediation, or mandated improvements over the next five years by the county for county owned solid waste facilities, including convenience centers or transfer stations.

##### Diversion Strategy - Detail Strategies on Diversion

\* The Region's 10-Year Plan outlined a strategy to manage solid waste. Looking back on the Plan from this current year, what changes have been made in the way the Region handles & prioritizes SW?

\* What changes to your solid waste plan will be expected and how will these changes be measured to determine successes?

##### Waste Stream Estimate

Give approximate percentages of each category of waste that make up your county's MSW stream.

* Residential	* Commercial	* Institutional	* Industrial
<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %



#### Successes and Setbacks

\* Describe the difficulties you encountered concerning problem wastes for each of the following (auto fluids, gasoline tanks, tires, paint) and how you are dealing with each.

\* Describe any setbacks encountered in your solid waste management program and how these setbacks will be resolved in future plans.

Click on the  button to save your information.

### Step 3.4.3. - County Recycling Report

The County Recycling Report screen captures recycled material tonnages generated by your county. To successfully submit your recycled material tonnage you must:

1. Select from drop down menu what type of collection it is
2. Enter specifics such as Name, Contact etc (see picture below)
3. Tons for the specified materials listed on the page

#### Residential Recycling - Edit Material - 2007

Remember to click the **Submit** button after entering data or your changes will be lost.

 Search Transactions

Type:	Public - Government Collection
Name:	<input type="text"/>
Contact:	<input type="text"/>
State:	<input type="text"/>
City:	<input type="text"/>
Address:	<input type="text"/>
Zip:	<input type="text"/>
Phone:	999-999-9999
Fax:	999-999-9999
Email:	<input type="text"/>

Metal	Collected (in Tons)
FERROUS	<input type="text"/>
NON-FERROUS	<input type="text"/>
MIXED METALS	<input type="text"/>
AUTO BODY SCRAP	<input type="text"/>
OIL FILTERS	<input type="text"/>

Paper	Collected (in Tons)
CORRUGATED	<input type="text"/>
NEWSPAPER	<input type="text"/>



The county recycling report screen allows for multiple submissions so that you can record all recycled materials within your county. All submissions will be aggregated into total materials recycled (shown in the picture below).

**Residential Recycling - Annual Material Tonnage - 2007**

The figures presented below are annual totals for your jurisdiction. They have been normalized from other units (if any) to tons.

[Edit Existing Data](#) | [New Transaction](#) | [Search Transactions](#) | [Date Range](#) [Show All Entries](#)

Metal		2007 data
		Tons Collected
FERROUS		
- Tons All Programs		545.00
MIXED METALS		
- Tons All Programs		5,345.00
AUTO BODY SCRAP		
- Tons All Programs		34.00
OIL FILTERS		
- Tons All Programs		3,534.00
<b>Total Metal</b>		<b>9,458.00</b>

Paper		2007 data
		Tons Collected
CORRUGATED		
- Tons All Programs		435.00
NEWSPAPER		
- Tons All Programs		345.00
OFFICE PAPER		
- Tons All Programs		947.00

"Edit Existing Data" will bring up a listing of all the recycled material transactions that exist in the system

"New Transaction" will bring up a blank county recycling report screen

To submit a new transaction, click on the "New Transaction" link. This will bring up a new County Recycling report screen.

#### Step 3.4.4. - Financial Information

The Financial Information screen captures:

1. Expenses
2. Revenues
3. Assets
4. Liabilities

A "Fund/Entity" must be selected from the drop down menu to successfully submit a financial transaction.

## Residential Recycling - Financial Detail - 2007

Remember to click the **Submit** button after entering data or your changes will be lost.

[Search Transactions](#) | [New Transaction](#)

Select the appropriate fund or entity from the drop down menu

Fund/Entity	Expense item	2007 Amount (\$)	2006 Numbers
Please Select Fund or Entity	51000 GENERAL ADMINISTRATION	<input type="text"/>	
Please Select Fund or Entity	55710 SANITATION MANAGEMENT	<input type="text"/>	
Please Select Fund or Entity	55720 SANITATION EDUCATION/INFORMATION	<input type="text"/>	
Please Select Fund or Entity	55731 WASTE PICKUP	<input type="text"/>	
Please Select Fund or Entity	55732 CONVENIENCE CENTERS	<input type="text"/>	
Please Select Fund or Entity	55733 TRANSFER STATIONS	<input type="text"/>	

Fund/Entity	Revenue item	2007 Amount (\$)	2006 Numbers
Please Select Fund or Entity	40000 LOCAL TAXES	<input type="text"/>	
Please Select Fund or Entity	40100 COUNTY PROPERTY TAXES	<input type="text"/>	
Please Select Fund or Entity	40200 COUNTY LOCAL OPTION TAXES	<input type="text"/>	
Please Select Fund or Entity	42000 FINES, FORFEITURES AND PENALTIES	<input type="text"/>	
Please Select Fund or Entity	43106 COMMERCIAL AND INDUSTRIAL WASTE COLLECTION	<input type="text"/>	
Please Select Fund or Entity	43107 RESIDENTIAL WASTE COLLECTION CHARGES	<input type="text"/>	

Fund/Entity	Asset item	2007 Amount (\$)	2006 Numbers
Please Select Fund or Entity	13100 FIXED ASSETS - LANDFILL FACILITIES DEVELOPMENT	<input type="text"/>	
Please Select Fund or Entity	13200 LAND	<input type="text"/>	
Please Select Fund or Entity	13300 FIXED ASSETS - BUILDINGS AND IMPROVEMENTS	<input type="text"/>	

Fund/Entity	Liability item	2007 Amount (\$)	2006 Numbers
Please Select Fund or Entity	21870 ACCRUED LIABILITY FOR LANDFILL CLOSURE/POST CLOSURE CARE COSTS - CURRENT	<input type="text"/>	
Please Select Fund or Entity	27700 ACCRUED LIABILITY FOR LANDFILL CLOSURE/POST CLOSURE CARE COSTS	<input type="text"/>	

Click on the **Submit** button to save your information.

### Step 3.5 - Entering/Editing Hazardous Waste Information

Enter a total household hazardous waste number for your county and click the submit button.

The screenshot shows a web form titled "Residential Hazardous Waste - Edit Material - 2007". Below the title is a warning: "Remember to click the **Submit** button after entering data or your changes will be lost." A green message states: "This county does not yet have any tonnage data." There is a "Search Transactions" link. Below this is a table with two columns: "HHW" and "Collected (in Tons)". The "HHW" column contains the text "HOUSEHOLD HAZARDOUS WASTE". The "Collected (in Tons)" column contains an empty input box.

HHW	Collected (in Tons)
HOUSEHOLD HAZARDOUS WASTE	<input type="text"/>

### Step 4 - Finalizing Data Entry

After you have finished your data entry and checked it for completeness and accuracy, you then need to "Finalize All Data". This can be done by clicking on the "Finalize All Data" link found on your home page

The screenshot shows a box titled "County data entry status - 2007 data" with the instruction "Click on an icon to enter or review data." Below this are four links: "View Statistics", "Lock All Modules", "Unlock All Modules", and "Finalize All Data".

County data entry status - 2007 data  
Click on an icon to enter or review data.

[View Statistics](#) | [Lock All Modules](#) | [Unlock All Modules](#) | [Finalize All Data](#)

Clicking on the "Finalize All Data" link will lock all of your data entry screens and send an email to your Re-TRAC administrator notifying them that your data is complete and ready for review.




























**Note:** Once you have finalized your data only your Re-TRAC administrator will be able to unlock it.

After you have finalized your data you will see a screen similar to the one below.

## County data entry status - 2007 data

Click on an icon to enter or review data.

[View Statistics](#) | [Lock All Modules](#) | [Unlock All Modules](#) | [Finalize All Data](#)

INDEPENDENT MODULE			
	Demographic Information		To be entered <a href="#">Override Lock</a>   <a href="#">Unlock</a>
Sign-off Forms			
	Board Chair Signoff Form		To be entered
	Mayor Signoff Form		To be entered
RESIDENTIAL			
	Solid Waste <span>locked</span>		<a href="#">Override Lock</a>   <a href="#">Unlock</a>
	Administrative Contact Information		To be entered
	Collection Systems & Diversion Activities		Entered
	Solid Waste Planning & Implementation		To be entered
	Landfill Disposal		Entered
	Recycling <span>locked</span>		<a href="#">Override Lock</a>   <a href="#">Unlock</a>
	Problem Management & Education Management		To be entered
	Program Summary		Entered
	County Recycling Report		Entered
	Financial Information		Entered
	Hazardous Waste <span>locked</span>		<a href="#">Override Lock</a>   <a href="#">Unlock</a>
	Material Information		Entered

Indicates that data is locked and can **not** be edited

## Step 5 - Account Management

Click on the "My Account" button located on the top menu bar to view and edit the details of your Re-TRAC account.



### Step 5.1 - Changing Password

Click on the link labelled "Change Password" found on the left hand navigation menu.



Enter your current password along with your new password, confirm your new password and click on the "Change" button to save your new password.

User Management - Change Password

---

Current Password:

New Password:

Confirm Password:

## Step 5.2 - **Updating Profile**

Click on the link labelled "Update Profile" found on the left hand navigation menu.

PROFILE

- My Profile
- Change Password
- **Update Profile**

Name and email address can be updated from this screen.

Note: It is important to update your email address if it changes. Re-TRAC will use this email address when sending new passwords if a password is forgotten.

User Management - Edit Profile

---

Password: [Change](#)

\* Full name:

\* Email Addr:

*Note: if you change your email address, your account will be locked until you respond to the system generated email. This email will be sent to your new email address.*

Please enter additional information such as the community, recycling board, or company you are associated with. This is especially important if you are requesting access to an area larger than a single community.

Additional Info:

## Step 6 - **Creating a Report**

To create a county level report click on the "Create reports" button found on the left hand navigation bar.



Two different reports are available:

1. Standard Re-TRAC Report and;
2. Environmental Report

### County of Anderson

#### *State of Tennessee*

Please select a report from the list below:

1. [Standard Re-TRAC Report](#)  
Standard reports (no customization).
2. [Environmental Report](#)  
Standard Environmental Report.

Each report has different variables and pieces that can be selected. Highlight or select the pieces that you would like to be included in the report.

County of Anderson

State of Tennessee

## Standard Re-TRAC Report

[Generated Reports](#)  
[List All Report Templates](#)

Zones: Anderson <a href="#">Select all</a>	Modules: Residential Solid Waste Residential Recycling Residential Hazardous Waste Commercial Recycling Institutional Recycling <a href="#">Select all</a>	Starting year for historical report: 2006 Generate report for year: 2007 Output Format: Html
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Click to  
generate a  
report

You may select or deselect pieces of the report here:

[Generate Report](#) [Reset](#) [Check all](#) | [Uncheck all](#) | [Show disabled pieces](#)

- ☒ **County Trends Over Time**
  - ☒ Total Tons Generated, County of Anderson
  - ☒ Total Tons Generated, Grouped by Sectors, County of Anderson
  - ☒ Total Tons Generated, Grouped by Modules, County of Anderson
  - ☒ Individual Material Tonnage vs. Year, County of Anderson
  - ☒ Individual Material Tonnage as a Percentage of Total vs. Year, County of Anderson
  - ☒ Module Tonnage by Source vs. Year, County of Anderson
- ☒ **County Lists for the Current Year**
  - ☒ Tonnage Data

During the report generation you will see a screen similar to the one below.

<b>Report status:</b>
Processing: County AVERAGE (NOT median) per Capita Recovery by Material and Category
20%
<a href="#">Download</a>

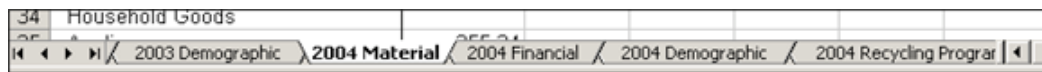
Once the report generation is complete it will automatically display in HTML on your screen.

## Step 7 - Exporting Data

To export data click on the "Export data" button found on the left hand navigation bar.



All of your data will be exported by year and module into separate worksheets. These worksheets are all contained in one spreadsheet as pictured below.



During the exporting of data you will see a screen similar to the one below.



Once the data has been exported it will automatically download to your computer. If the report **does not** automatically download, click on the link to start the download process.

